



Technical Assistance Workshop (Public Services) FY 2016-17 CDBG

March 17th, 2016

City of Miami Gardens

Department of Community Development



"Connecting the Pieces
for a Stronger Community"

Workshop Outline



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- A. What are Public Services?
- B. Eligibility Requirements
- C. FY 2016-17 Funding Cycle
- D. Eligible Activities
- E. Your Program Proposal
- F. Submitting Your Proposal



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What are Public Services?



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- Made available through the Community Development Block Grant (CDBG) Program
- Must meet a CDBG National Objective
 - Benefit low- and moderate-income persons,
 - Prevent or eliminate slums or blight, or
 - Meet an urgent need
- Must meet one of the City's Public Services Priorities
 - Services for youth
 - Services for seniors



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Eligibility Requirements



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- For Organizations:
 - Must be a registered 501(c)3 non-profit organization with the IRS
 - Must be current on all financial obligations (including taxes) with the City
 - Must not have defaulted on any federal or state funded loans or grants
 - Must not have been debarred from U.S. HUD within past 5 years
 - Must certify that operates a Drug Free Environment
 - Must certify that complies with the Americans with Disabilities Act (ADA)



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Eligibility Requirements



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- For Program Participants:
 - Must be Miami Gardens residents
 - Households must be low income to participate

2015 Income Limits

Household Size	1	2	3	4	5	6	7	8
Low	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500

- **Household:** All the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any groups of related or unrelated persons who share living arrangements.



How to Verify Household Income

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- **Acceptable forms to verify Income:**
 - ▣ Pay stub or W-2 from Employer,
 - ▣ Social Security pay stub or statement
 - ▣ Pension, Child Support, and/or Alimony pay stubs or statements
 - ▣ Public School Records Showing the youth receives Free/Reduced Lunch
 - ▣ Other Public Assistance (ie: TANF, WIC, SNAP/Food Stamps, Section 8 Voucher, SS Disability, etc.)
 - ▣ Income tax return
 - ▣ Bank Statement

How to Verify Residency

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- **Acceptable documents to verify Miami Gardens Residency:**
 - ▣ Driver's License of Head of Household
 - ▣ Utility Bill (ie: water, electricity, gas, or land telephone line)
 - ▣ Print out from Miami-Dade County Property Appraiser's website (34 at the beginning of the folio # denotes a Miami Gardens address; 34-xxxx-xxx-xxxx).
 - ▣ Current lease agreement with address clearly indicated

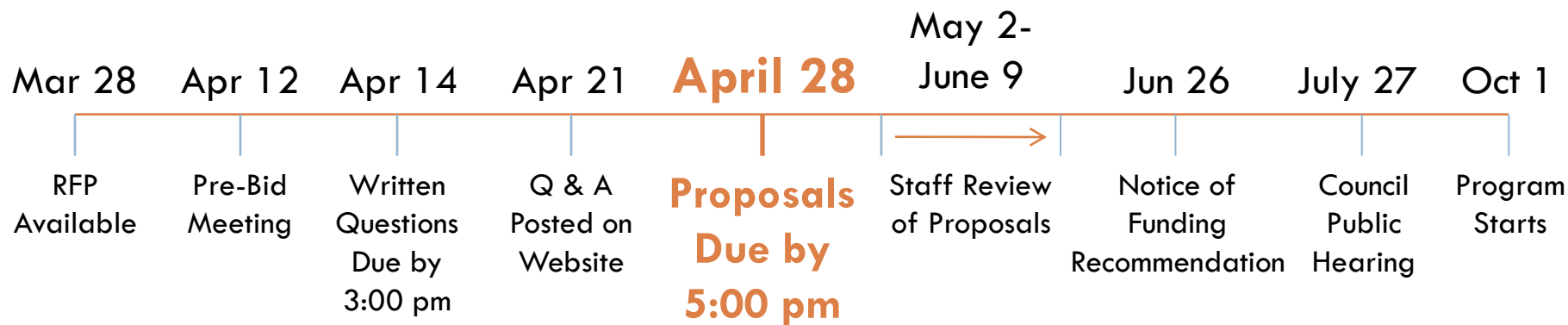
FY 2016-17 Funding Cycle



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- Request For Proposals

- Available: March 28, 2016
- Due: April 28, 2016 by 5:00 p.m.



- 2016-17 Program Year

- October 1, 2016 – September 30, 2017



FY 2016-17 Funding Cycle



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- Funding Limits
 - Minimum funding – \$5,000
 - Available funding - \$145,660
- Leveraging of Funds **Mandatory**
 - **Minimum of 1:1 match Required**
 - Can be from any other funding source
 - Agency Funds
 - Other Grants
 - In-kind Donations - Need to be specific here
 - ie: staff salaries, facility rental, transportation, donated materials (food, books), etc.
 - Any Combination of the above



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Eligible Activities



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- Below is a sample list of activities that are eligible to be carried out with CDBG funds
 - Services for seniors
 - Services for youth
 - Services for homeless individuals and/or families
 - Recreational programs
 - Public safety programs
 - Job training and job creation
 - Financial literacy (asset building)
 - Transportation services
 - Services for persons with developmental disabilities
- In-eligible Activities
 - Political activities
 - Religious activities



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Direct vs. Indirect Costs

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□ **Direct Costs** – (aka Activity Delivery Costs) are those costs that can be associated with the delivery of services directly to the client. These may include the costs of staff or 3rd party contractors directly carrying out the activity or supplies that are necessary for successful completion of the activity. (ie: teacher providing tutoring, driver delivering meals, paper and/or folders for client files, etc.)

□ **Indirect Costs** – are those costs associated with the planning, general management, oversight, and overall administration of the program and/or agency. These costs cannot be directly associated with the delivery of the program/service or its outcomes. (ie: executive director salary/fringe, office space, accounting and audit, etc.)

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Budget Forms

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BUDGET NARRATIVE BY LINE ITEM ****BUDGET FORM I	
NAME OF AGENCY: _____	
BUDGET PERIOD: <u>October 1, 2016 - September 30, 2017</u>	
<p>Instructions: Thoroughly and clearly describe every category of expense listed; it should mathematically correspond with the line items and figures provided in budget Form III. It should explain how the applicant estimated and calculated all costs, and how they are relevant to the implementation of the program.</p> <p><i>Below is an Example - Please delete and type in your own words.</i></p>	
ITEM	AMOUNT
DIRECT COSTS	
Salaries and Wages - \$35,000/yr. x .25FTE = \$8,750 CDBG funds are requested to cover 25% of the Case Manager's time (the remaining time is covered by a grant from Miami-Dade County). The Case Manager will be responsible for determining client eligibility, meeting with clients, creating a case management plan, tracking client progress, and reporting on accomplishments.	\$ 8,750.00
Fringe Benefits - \$35,000/yr x .25FTE x .25 Benefits = \$2,188 Fringe benefits, at 25%, include: FICA, Medicare, Worker's Comp., and Health/Dental/Vision	\$ 2,188.00
Telephone - \$75/mo. x 12 mo. x .25FTE = \$225 The Case Manager utilizes a cell phone so that clients and staff can reach them throughout the day, as well as for safety when conducting home visits. The monthly cost of the cell phone averages \$75 per month. 25% of the telephone cost will be billed to CDBG. The actual monthly cost may vary, but the total amount charged to CDBG will not exceed \$225.	\$ 225.00
Office Supplies - \$25/mo. x 12 mo. x .25FTE = \$75 Office supplies, estimated at \$25 per month, include but are not limited to: pens, pencils, whiteout, paper, ink, folders, paperclips, and binders. These items are required for the Case Manager's daily activity of documenting work with clients. 25% of the office supplies cost will be billed to CDBG. The actual monthly cost may vary, but the total amount charged to CDBG will not exceed \$75.	\$ 75.00
Mileage - 20 miles/mo. x 12 mo. x \$0.57/mile x .25FTE = \$34 The Case Manager will drive an average of 20 miles per month to conduct home visits with clients, attend meetings, and for other project related activities. The current City of Miami Gardens mileage reimbursement rate will be utilized, and may therefore change prior to or during program implementation. 25% of the mileage cost will be billed to CDBG. The actual monthly cost and the reimbursement rate may vary, but the total amount charged to CDBG will not exceed \$34.	\$ 34.00
INDIRECT COSTS	

Your Program Proposal



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- **Organizational Capacity**
 - **Experience –**
 - Have you done this program before?
 - Have you administered similar grant funded programs?
 - Do you have experienced staff in place?
 - **Program Objectives –**
 - Demonstrated need for the program?
 - Does the program further the City's objective/priorities?
 - What is your track record for success?
 - **Finance and Reporting –**
 - What is your process for tracking and monitoring the use of funds?
 - Do you have the budget capacity and other sources of income?
 - What is the program budget?
 - What is being paid with City funds vs. other funding sources?



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Your Program Proposal



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- Program Description
 - Describe in Detail –
 - The program, what are you going to do?
 - How many participants will be served and how will the service be provided?
 - Do you already have a pool of participants? If not, how will you advertise?
 - How will you do participant intake?
 - Where and when will the services be offered?
 - What are your program's goals?
 - How will you measure the program's success?
 - What is your service delivery system? Do you already have a facility designated?
 - Partnerships –
 - Do you have written agreements in place with partner organizations?

****You must be able to demonstrate that you have the capacity to implement the program quickly.****



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Sample Proposals



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Program/Service Description

- *Describe the program/service, including primary goals, resources, activities, and expected outcomes.*

The [REDACTED] program is a year-round program designed to keep kids in a safe and learning environment. This program is offered to children and youth from the targeted county-wide areas previously mentioned. The program includes reading/math literacy, computer, performing arts (i.e., chess, vocals, guitar, oratorical /debate), and athletic activities. Small groups of children and teens rotate between these core components in order to have a rich opportunity to explore their interests and individual talents. Personal development workshops include such topics as self-esteem, anger management/conflict resolution, abstinence education, and AIDS/STD awareness and prevention, as well as a host of topics. Kids also learn about the importance of financial savings and banking. Students from the partnering public schools and the community at large will be able to participate in the following activities as a part of the [REDACTED]

Program Description

The [REDACTED] program will focus on engaging youth grades K-12 during the after-school hours between 3:00 pm – 6:00 pm. The Service Site is located at [REDACTED]. Days of Operation are Tuesday – Friday. Our year program will serve 40 unduplicated participants for the contracted year October 1, 2009 to September 30, 2010. Targeted areas identified as CDBG priority areas are Rainbow Park, Bunche Park, Lake Lucerne, Brentwood, Myrtle Grove, Lejune Gardens, Kings Gardens, Cloverleaf Estates, Eagles Landing/Leslie Estates in Miami Gardens, Florida. The [REDACTED] is an established Miami Dade School Partner with Rainbow Park Elementary School. The [REDACTED] program receives referrals, as well as assist with reading, mentoring sessions, for designated students and their parents at Rainbow Park Elementary School. The [REDACTED] program will assist in deterring underserved youth from families of low to very low income brackets from participating in unhealthy activities during after-school hours. Some risk factors in the CDBG targeted

Sample Proposals



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Over 300 youth age out of foster care each year in Miami-Dade County*. Housing is the greatest need and biggest obstacle for youth struggling to transition from foster care to independent living. One third of Florida's foster children become homeless within three years of aging out. Nationally, 50% of former foster children drop out of school; only 2% earn a 2-year-degree by age 21; 62% are unemployed 12-18 months after aging out; their median income at age 21 is \$5,450 per year; 60-71% of the young women have babies within four years of aging out; and 30% of the young women and over 50% of the young men will be arrested after aging out. Former foster children are also at significantly increased risk for major mental health problems, substance abuse, AIDS, and impaired physical health, which includes cancer, diabetes, stroke, and heart disease. [REDACTED] has tackled these challenges head-on by providing young women who have aged out of foster care and do not have children with safe, stable housing and the comprehensive, individualized support services needed to prevent these negative outcomes. [REDACTED] is now ready to expand our services to serve more former foster youth – both young women with children and young men.

**Source information for all statistics is readily available upon request.*

Demonstrated Experience: Success Stories

[REDACTED] has been in operation for 33 months. Preliminary outcome data for the first 27 residents we have served (based on chart review), indicate:

- 96% school enrollment (vs. 25-50% in literature),
- 92% have delayed childbearing (vs. 30-40% in literature)
- 85% have had no criminal justice involvement since aging out (vs. only 30-50% in literature)

Sample Proposals



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[REDACTED] shares similar goals of the Department of Community Block Grant (CDBG) in that we both organizations want to provide and enrich the lives of our residents. The grant that we are seeking will undoubtedly reach the clients in numerous ways. The first being the our services will assess, review and monitor client for suitable living environments to ensure the clients serve - to promote and protect the health of our community through prevention and preparedness today to ensure a healthier tomorrow.

The proposed service activity furthers CDBG's program ... We were restricted in the care that we provide; We know that patients needed more than what we could be captured in a home health visit. Patients were clueless as where to find resources. Patients are being discharged from hospitals without truly understanding. Insurance companies just won't pay those services.

Program Objectives

[REDACTED] wishes to expand their scope and add a new service site to help address Miami Garden's need for free, quality youth services at its recreational facilities, and to help eradicate illiteracy among the population's at-risk low/moderate income youth. [REDACTED] will employ its proven operation model of a public/private partnership with the city's Park Department and schools to determine the optimal location for the proposed program.

Submitting Your Proposal



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- Please include:
 - ALL required forms (attached to RFP document)
 - ALL copies of documents requested in the RFP

****If any of these forms/documents are missing,
your proposal may be rejected.****



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Required Documents

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- Proposal Cover Sheet*
- Document Submission Checklist*
- Budget Forms I, II, & III*
- Authorized Representative Statement*
- Certification of all Funds Received*
- Certification of Sound Fiscal Management*
- Certification of Matching Funds*
- Income and FICA Tax Certification*
- Declaration of Financial Interests*
- Certification Regarding Lobbying*
- Certification Regarding Debarment
- Sworn Statement on Public Entity Crime*
- Disability Non-Discrimination Certification*
- Drug Free Workplace Certification*
- Letter of Support from Board of Directors
- Copy of the Organizations Charter (if applicable), Articles of Incorporation, Amendments to Articles and By-laws
- Current IRS 501(c)3 letter
- Signed Copy of Current Certificate of Status from the Florida Department of State
- Copy of Income Tax Returns (Form 990) for the last completed fiscal Year
- Budget for the Agency, including all sources of income
- Names, addresses, & professional affiliation of members of the Board of Directors
- Organizational Chart
- Job Descriptions & Resumes of staff that will be funded from this grant
- Personnel Policies & Procedures Manual

* Form is provided as part of the RFP

Submitting Your Proposal



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- Proposals Due:

Thursday, April 28, 2016
5:00 pm



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Helpful Resources



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- CDBG Regulations: 24 CFR 570
 - http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=24:3.1.1.3.4&idn_o=24
- CDBG Program Information
 - <https://www.hudexchange.info/programs/cdbg-entitlement/>
- Department of Community Development
 - http://www.miamigardens-fl.gov/cd/program_updates.html



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Questions?



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Contact Us:

Department of Community Development
(305) 622-8041

www.miamigardens-fl.gov/cd/program_updates.html

rfpcomment@miamigardens-fl.gov

Thank you for Attending!



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Q: What if our program is not one of the City's priorities?

A: You are still encouraged to submit a proposal, however, programs that meet one of the City's priorities will be give preference during the review process.

Q: We're a non-profit organization, but do not have 501(c)3 status. Can we still submit a proposal?

A: No. Only non-profit organizations WITH 501(c)3 status are eligible to apply.

Q: What can we do to become a 501(c)3 registered organization?

A: Consult a tax advisor or an attorney for information about registering as a 501(c)3.

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Frequently Asked Questions



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Q: Our organization is outside the City of Miami Gardens, can we still apply?

A: Yes, however the program's participants must reside within the Miami Gardens city limits.

Q: Who will be responsible for verifying participant eligibility?

A: The organization. When the City executes the Sub-recipient agreement with the organization, that organization assumes the responsibility for complying with the requirements.

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Frequently Asked Questions



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Q: What if our organization misses this time period, can we still apply at a later date?

A: No. The application period is only open once per year.

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Frequently Asked Questions



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Q: What is the total amount of funding available?

A: Approximately \$145,600

Q: Is there a maximum funding award?

A: There is no maximum funding. Funding awards will be based on funding availability, the proposal & capacity of the agency to carry out the program.

Q: How many awards will the City make?

A: This will depend on the number and quality of proposals received. Last year 9 agencies were funded.

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Frequently Asked Questions



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Q: Are programs that operate out of churches eligible, such as soup kitchens and counseling programs?

A: Yes, however, the services being offered must be open to all eligible participants, not just members of the church or religious denomination. Additionally, the services must not be offered in connection with any inherently religious activities, such as worship or religious instruction.

Q: What is organizational capacity?

A: It is whether or not your organization has the experience and staffing resources to do what you are proposing to do. This can also include partnerships in place, other financial resources, waiting lists, etc...

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Frequently Asked Questions



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Q: Will my proposal still be accepted if I submit it at 5:01pm on April 28?

A: No, all proposals must be received NO LATER THAN 5:00 PM on APRIL 28, 2016.

Q: I submitted my proposal by the deadline, but have inadvertently forgotten to include a required document. Can I still submit the missing information?

A: No. Proposals received will remain sealed until after the submission deadline at 5:00 PM ON APRIL 28TH. Therefore you will not be able to submit any documentation after that deadline.